

## Inter Office Memo



# Memorandum

To: Tom Johnston, Purchasing Manager

From: Angela Fair, Revenue Collections Manager  
Anita Cothran, Director of Financial Services

Date: December 4, 2008

Subject: Purchase Order to DataProse, Inc. for Utility Bill Printing and Mailing

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Revenue Collections requests to encumber \$121,262 with DataProse, Inc. to be spent on printing and mailing approximately 37,000 bills to utility customers per month.

This contract includes \$94,787 for postage and \$26,475 for the printing and handling of monthly statements. The contract will run from October 1, 2008 through March 2008.

Available funds are located in account 62026000-68145-77140.